



**Student Services Career Development Office**

8295 E. College Drive, Palmer, AK 99645

Phone: (907) 746-9319

Fax: (907) 745-9747

<https://matsu.alaska.edu>

**Internship/Industry Workplace Experience**  
Student Application Packet

Participating in an Internship/Industry Workplace Experience provides you with an exciting opportunity to apply the lessons you have learned in the classroom while gaining real-world knowledge about your career field. It supports the attainment of key competencies that demonstrate Career Readiness, which prepares you for successful transition into the workplace after graduation. The National Association of Colleges and Employers (NACE) identifies eight key competencies: Critical Thinking, Oral and Written Communication, Teamwork/Collaboration, Digital Technology, Leadership, Professionalism/ Work Ethic, Career Management and Global/Intercultural Fluency. To learn about each competency visit our website at [Career Readiness](#).

**Requirements:**

Students will need to attend a **Student Internship Orientation** in which you will submit the following completed documents:

- **Student Application Packet, enclosed**
- **Resume**
- **Cover Letter** include the following:
  - Interest for completing internship.
  - How it aligns with career goals.
  - Describe your specific skills and qualifications.
  - Identify areas necessary for professional experience.

Be advised failure to complete these required documents will impede your ability to participate in an Internship/Industry Workplace Experience. It is your responsibility to ensure each requirement is met.

Plan ahead as it can take several months to complete the necessary requirements to successfully negotiate an Internship/Industry Workplace Experience placement, see application Dates and Deadlines below. Your instructor, the Career Development Advisor, or peers may have leads to internship sites. Job banks, industry newsletters, and company websites are other places to search for openings. It is the *student's responsibility* to secure an internship placement.

Information about resume and cover letters and interviewing skills are available on our website, in the library, or by scheduling an appointment with the Career Development Advisor. If you have questions about the Internship/Industry Workplace Experience or other services, please contact the Career Development Advisor at (907) 746-9319 or [arodriguez22@alaska.edu](mailto:arodriguez22@alaska.edu).

**Application Dates and Deadlines**

<i>Internship Placement Semester</i>	<i>Application Dates and Deadlines</i>
<i>Fall</i>	February 15-July 15
<i>Spring</i>	October 15-December 4



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### Information Checklist

The following information is required to complete your Academic Learning Agreement by the Career Development Advisor, which you, your Instructor, and Site Supervisor will review and sign via DocuSign. If you do not have this information, please work with your Career Development Advisor.

- Student Information:** Name, Address, Phone, Email, Student Id Number, and Academic Major
- Internship Faculty Advisor Information:** Name, Title, Department, Phone, Email, Fax Course number and section for internship course
- Company's Information:** Name, Address, Telephone, Supervisor's name, Title, Department, Phone, Email, Fax (if available)
- Detailed internship description**
  - **Good Example: Learning and managing data input system to ensure maximum efficiency of incoming and outgoing shipments**
    - Why? Because it clearly states the task and demonstrates how it contributes to the overall success of the company. (Hint...is also in excellent format to be transferred into your resume)
  - **Bad Example: Typing reports**
    - Why? Because anyone can type, it is too vague; it does not show any learning of skills or skills gained.
  - **Bad Example transformed into good example**
    - *Typing* weekly briefs in collaboration with Branch Manager to ensure clear communication between corporate expectations and branch staff

Attention:

- You may not begin counting hours towards your internship until the internship has been approved by Career Development Advisor.
- All interns must meet with approved Internship Faculty Advisor prior to submitting their application and beginning the internship process.



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**Internship Application**

Fill out the information below and return to Mat-Su College (MSC) Student Services Career Development Office. Please note that incomplete applications will not be accepted or processed.

**Personal Information**

Name:

Student ID:

Mailing Address:

Date of Birth:

Phone Number:

UAA Email:

Are you an International Student? NO YES

VISA Type: (F-1, J-1, etc.):

Are you graduating this semester? NO YES

Are you receiving Financial Aid? NO YES

**Academic Information**

Major:

Class Standing (First-year, Sophomore, etc.):

Cumulative G.P.A.:

Credits Requested\*:

Last Semester G.P.A.:

**Current Employment**

Are you presently employed? NO YES (If yes, complete the following)

Company Name:

Supervisor:

How long have you been employed?

**Learning Objective/Goals:**

What is your goal for this experience? Please be specific:

\*Speak with your Internship Faculty Advisor to determine the appropriate number of credits for your internship



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**Internship Employment Information**

Have you already identified an internship site? NO YES ( If yes, complete the following)

Company Name:

Company Address:

Company Phone:

Website:

Supervisor Name:

Hourly Pay Rate:

Supervisor Title:

Exact Start Date:

Supervisor Email:

Exact End Date:

**Internship Employer Agreement**

I, \_\_\_\_\_ (NAME) at \_\_\_\_\_ (COMPANY), agree to provide MSC Student Services Career Development Office and the faculty internship advisor evidence of the student’s work performance, whether that is with the midway/final evaluations and conference call conducted by Career Development Advisor or the faculty internship advisor.

X

\_\_\_\_\_  
Employer/Supervisor Signature

I, \_\_\_\_\_ (NAME), hereby authorize \_\_\_\_\_ (COMPANY) to release my workplace performance evaluations to MSC Student Services Career Development Office and participating faculty internship advisors. This information is to be used for the purpose of completing a MSC academic internship fully and academic grading. Items specifically covered are midway and final evaluations and midway conference call notes. This release includes written and verbal communications between the MSC Student Services Career Development Office and the internship employer as it relates to my academic internship.

X

\_\_\_\_\_  
Student's Signature



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### Internship Placement Requirements

*Disclaimer: Mat-Su College (MSC) Student Services Career Development Office makes no guarantee of placement through the Internship Program, nor is the program responsible for the outcome of the placement. Every attempt will be made to ensure that the student is satisfied with his/her internship placement. Employers may have additional eligibility requirements. The employer is responsible for final selection of the student.*

Please read each statement and initial next to each indicating your understanding of the requirements contained in this document. Sign at the bottom indicating your understanding and agreement of the procedures and requirements.

#### Initial

\_\_\_\_ **Credit Requirement:** Students must be enrolled in a minimum of **6** credits during the fall or spring semester. Those credits may include the student internship. During the summer semester, students must be enrolled in **1-3** credits, which can include the student internship.

\_\_\_\_ **GPA Requirement:** Students must maintain a grade point average of at least **2.0** and have a declared major. A freshman student, under an appropriate major, must successfully complete one full semester with a G.P.A. of at least 2.0 prior to his/her internship enrollment. (Students applying for internship in Accounting, Management, Marketing, or Finance must have a 2.75 cumulative GPA and a 3.0 GPA in their major.)

\_\_\_\_ **Alaska Minimum Wage Requirement:** MSC Student Services Career Development Office can only coordinate internships in which students earn minimum hourly wage or higher. Under certain circumstances, a student may work for a non-profit organization that meets the DOL six standards for a legitimate internship as an unpaid intern.

\_\_\_\_ **Maximum Weekly Hours:** Interns may only **count up to 20 hours per week** while classes are in session during the fall and spring semesters. During the summer semester and academic breaks, interns may **count up to 40 hours per week**.

\_\_\_\_ **Registration Requirement:** Students must register through the MSC Student Services Career Development Advisor to ensure adequate insurance coverage and enrollment in the proper course. For full semester courses, students must enroll in the internship course prior to the start of semester. Failure to follow the above references steps may result in delays in placement.

\_\_\_\_ **Internship Class Enrollment Guidelines:** Internships are not limited to the academic calendar. However, an "Incomplete" or a "Non-deferred" will be assigned for the course at the end of the academic semester if the internship runs beyond the current semester. The incomplete will be removed upon successful completion of the course and the submission of necessary paperwork to Enrollment Services. Special circumstances may apply if the student receives financial aid. **If the student enrolls in the internship course after the designated deadline to register for directed and independent studies, and practicum, internship, research and thesis courses,** the student must enroll for the following semester. See the current UAA [Registration Deadlines](#).



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\_\_\_\_ **Internship Completion Requirements:** Grades for student internships will not be issued until the following is completed:

- Accumulate the minimum requirement internship hours as stated in the learning agreement and or Syllabus.
- Submission of midway and final evaluations from the employer.
- Conference call between the Career Development Advisor, the intern, and the intern’s supervisor.
- Submission of a Technical Report reflection paper about your placement experience. This paper is due no later than **7 days** after the commencement of the internship or at a date set by the faculty advisor. Additional deadlines may also be contained in the course syllabus.
- Additional requirements as assigned by your faculty advisor.

\_\_\_\_ **Safety and Liability:** MSC/UAA Students shall be prohibited from operating work-site owned, rented or leased vehicles and other mobile equipment unless the work-site authorizes, in writing to MSC/UAA, that the work-site is willing to accept any and all liability, comprehensive, property, medical, and excess coverage claims arising out of incidents involved with the performance of the student’s job description in relation to such equipment. (Form located on the back of this page)

***By signing this form, I acknowledge that I have read and understand the Internship Procedures and the Internship Placement Requirements, as explained in this packet, and agree to abide by all terms and conditions set forth therein.***

X

\_\_\_\_\_  
Student's Signature

X

\_\_\_\_\_  
Career Development Advisor's Signature



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**Work Site Vehicle/Mobile Equipment Authorization**

\*\*In order to ensure proper coverage and safety of our student community, the University requires additional information and work-site authorization regarding the usage of work-site owned, rented or leased vehicles and other mobile equipment. MSC/UAA Students shall be prohibited from operating work-site owned, rented or leased vehicles and other mobile equipment unless the work-site authorizes, in writing to MSC/UAA, that the work-site is willing to accept any and all liability, comprehensive, property, medical, and excess coverage claims arising out of incidents involved with the performance of the student’s job description in relation to such equipment\*\*

**Please review and sign in order to authorize the student use of work-site owned, operated and/or leased vehicles and other mobile equipment.**

Is operating this equipment a basic and/or necessary component of the student’s job/position description?

Yes                      No

Has training been provided/required on how to safely and properly operate this equipment?

Yes                      No

Is a particular license required to operate this equipment?

Yes                      No

In what capacity will the student be operating this equipment?

How often will the student be operating this equipment?

Where will the student be operating this equipment?

\_\_\_\_\_ (Company Name) authorizes that \_\_\_\_\_  
(Student) will be utilizing company owned, rented or leased vehicles or other mobile equipment and the company is willing to accept any and all liability, comprehensive, property, medical, and excess coverage claims arising out of incidents involved with the performance of the student’s job description in relation to such equipment.

**X**

\_\_\_\_\_  
Authorized Company Personnel